

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

HIPP/ BUY IN SUPERVISOR

Program Administration Specialist II

Position: #00245

Pay Band 5, Level II Hiring Range: \$39,384 - \$71,158

Closing Date: August 6, 2007

Program Operations Division. Challenging opportunity to manage and supervise the day to day operations and functions of the staff employed in the Health Insurance Premium Payment (HIPP) program, the HIV premium program, and the Medicare Buy-in Program. Requires considerable knowledge of health care insurance coverage, practices and applications. Must have demonstrated ability to apply and interpret local, state, and federal regulations, policies and procedures; interpret medical records; and conduct research. Must have experience working with an automated payment system and analyzing system data. Requires demonstrated ability to manage and supervise staff gained from recent management and/or supervisory experience. Demonstrated ability to work independently and communicate effectively with all levels of internal and external customers verbally and in writing. Requires proficiency using personal computers for word processing and data analysis. Knowledge of Medicaid eligibility a plus. Prefer college graduate with degree in healthcare administration, health insurance administration or related field.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA